

SENIOR BUILDING PROJECT SUPERVISOR

DEFINITION

To plan, organize, direct, supervise, and manage the activities of the building projects section within the Department of Building and Parks Construction; to coordinate section activities with other divisions or departments; and to provide highly responsible technical support to the Senior Civil Engineer.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Senior Civil Engineer.

Exercises direct supervision over assigned professional, technical, and clerical staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Plan, develop, and supervise the work of staff involved in the building projects relating to City owned buildings, facilities, and parks; manage and prioritize workload to insure completion within established time schedule.

Manage and supervise contract work involved in the construction and renovation of City buildings, facilities, and parks; insure that construction or renovation work is being completed according to approved plans and contract specifications.

Assist in administering construction contracts with subcontractors.

Coordinate and participate in special inspections through various stages of construction.

Maintain a daily journal for each project; research and provide reports on said projects and coordinate with other City departments.

Oversee and track all requests for information (RFIs) documents, change orders, architectural supplemental instruction (ASIs), and all correspondence relating to each project.

Perform daily quality control inspections on contract construction work in relation to public buildings and/or equipment; complete related work as required within specific time frames.

Conduct/attend weekly meetings with project team to verify the project(s) schedule and review any work change orders that may affect the outcome of the project(s).

Coordinate with the Building Division of the Building and Planning Department to insure that all building plans and specifications are in compliance with all State and local building regulations.

Assist in the preparation of bid specifications and contracts.

Participate in the preparation and writing of Council agenda statements.

Prepare work schedules, initiate the start of projects, and coordinate work with contractors, utility companies, and City departments.

Insure contractor compliance with various government building regulations.

Participate in the preparation of the CIP (Capital Improvement Project) budget; prepare cost estimates for budget recommendations, and monitor and control expenditures.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend and implement discipline procedures as directed.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Prepare rough sketches and drawings.

Build and maintain positive working relationships with co-workers, other employees, and the public using principles of good customer service.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of building contract administration.

Current methods of building construction and related trade work; general knowledge of fire codes.

Pertinent local, State, and Federal rules, regulations and laws including storm water run off regulations, and mitigation measures regarding hazardous conditions such as asbestos and the handling of potentially dangerous materials.

Current methods of evaluating the need for building renovations or alterations.

Planning, scheduling, and estimating construction costs.

Principles and practices of supervision, training, and preparation of performance evaluations.

Computer equipment and software applications related to area of assignment.

Principles and practices of work safety.

Ability to:

Organize, implement, and direct the building projects operations and activities.

Review and interpret building plans and specifications, codes, and local construction regulations.

Interpret any ambiguities between the plans and specifications that may arise while in the field.

Administer contracts, read plans, and interpret specifications.

Evaluate the need for building renovations or alterations.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Explain pertinent City and department policies and procedures.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Supervise, train, and evaluate assigned staff.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in the construction of complex building projects as a project manager or superintendent, including one year of supervisory responsibility.

Training:

Equivalent to an Associate's Degree from an accredited college or university with major course work in civil engineering, architecture, or a closely related field. Possession of a Department of State Architect (DAS) certificate is desirable.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit at desk, stand, or walk for long periods of time; step over exposed footing, climb down into open areas to inspect plumbing pipes and connections; perform simple grasping and fine manipulations; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less. See in the normal vision range with or without correction to read typical business documents, computer screens, blueprints, and drafting plans; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Primary work is in the field and involves exposure to the external environment when going to outlying offices, or performing "field work" as described above. Some of the work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

3/02